

Office of Technology Services Policy

Data Sanitization

Policy:

Electronic media, as defined by IT STD 1-17 Data Sanitization, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with IT STD 1-17 Data Sanitization.

Scope:

All entities under the authority of the Office of Technology Services, pursuant to the provisions of R.S. 39:15.1, et seq., shall comply with this policy.

Responsibilities:

- Agencies shall establish policies and procedures to ensure compliance with this policy.
- In accordance with R.S. 44:36, agencies shall maintain records indicating the method of data sanitization utilized.
- The owner of the data is responsible for determining the classification of data in accordance with IT POL 1-26 Data Classification Policy.

Related Policies, Standards, Guidelines:

IT STD 1-17 Data Sanitization

IT POL 1-26 Data Classification Policy

Owner: OTS

Review Cycle: As needed.

Timeline: Issued February 13, 2011; Revised October 21, 2014.

Effective Date for this Provisional Policy: October 21, 2014